
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
6220	Manage Contracts Browsers and Reports	Revision Date: 08/12/2016
		Version: 8

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Objective

Develop an understanding of the Manage Contracts Browsers and Reports.

Outcome

An understanding of the browsers, reports, and screens obtained.

Browsers used for Analyzing Contracts (Contract Worker)

This Menu option is accessible only by PSCRB.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHIMAINU	PHIMAINM	Manage Contracts Menu	08:45 AM
Code	Description	FastPath	
MC	Maintain Contract Worker	MCON	
MY	Maintain Contract Year (CW)	MCYR	
AC	Browsers used for Analyzing Contracts (CW)	ANZC	
CT	Maintain Contract Tables (CW)	TBLS	
BR	Contract Browsers and Reports (CW)	BRRE	
YH	Browse Contract Years History (CW)	CTYH	
CW	Contract WIN Menu	CWMU	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Quit			

Browse Positions by Agency and Occupation Code

The Browse Positions by Agency/Occupation Code screen is used to review a listing of available positions by agency and occupation code.

Your Action ...	System Response ...
2. Choose AC (Browsers used for Analyzing Contracts (CW)) from the Manage Contracts Menu and press ENTER.	The Browsers Used for Analyzing Contracts (CW) Menu will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHIMAINU	PHIMAINM	Browses used for Analyzing Contracts (CW) Menu	08:48 AM

Code	Description	FastPath
PO	Browse Positions by Agency/OCCU	POA0
OU	Browse OCCU Utilization by Agency/OCCU	OCA0

Code: ==

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action ...	System Response ...
3. Choose PO (Browse Positions by Agency/OCCU) from the Browsers used for Analyzing Contracts (CW) and press ENTER.	The Browse Positions by Agency/OCCU screen will appear.
Selection criteria include *Agency, *Occu, and Filled/Vacant. The available action is display.	Information is displayed by PIN, Agency Number, Occupational Code, Occupational Title, Position Authorization Type, Status Code, SSN, Service Type, Position Type, County Code, Position Status, Starting Salary and Ending Salary.

Your Action ...	System Response ...
4. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/12/2016
PHMCCB8B PHMCCB8M Browse Positions by Agency/OCCU 08:52 AM
< 1 more

Actions: (D)
Agency          Srv Pos Co Pos   Start   End
Act Pin    Num   Type Type Cd Stat Salary Salary
-----
*** End of Data ***

*Agency: 0000 *OCCU: _____ Filled/Vacant: V
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd           Left Right Quit
```

Browse Occupation Utilization by Agency and Occupation Code

The Browse Occupation Utilization by Agency/Occupation Code screen is used to review a listing of occupation codes by agency, number of positions per occupation code, the last date number of positions was updated, and the number of positions filled for each occupation code.

```

PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/12/2016
PHMCCB9B  PHMCCB9M  Browse OCCU Utilization by Agency/OCCU                      08:54 AM

  Actions: (D)

Act Agcy      OCCU      Num Pos      Last Date #      Num Pos      Last Date #      Num Pos
-----      -----      Per Occu      of Pos Updated      Filled      Pos Filled      Vacant
-----

*Agency: 0000  *OCCU: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                Bkwd  Fwd                                           Quit

```

Your Action ...	System Response ...
4. Choose Display by the record being selected and press ENTER.	The Occupation Utilization screen will appear.

Contract Browsers and Reports (Contract Worker)

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/22/2016
PHIMAINU	PHIMAINM	Contract Browsers and Reports (CW) Menu	10:47 AM
Code	Description	FastPath	
CB	Miscellaneous Contract Browsers (CW)	MCB	
CR	Miscellaneous Contract Reports (CW)	MCR	
RE	Miscellaneous Contract Reports (2) (CW)	MCRT	
CD	Monthly/FY Report of Contracts Approved (CW)		
RB	Remaining Balance On Active Contracts Report	MCBAL	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Quit			

Miscellaneous Contract Browsers (Contract Worker)

Your Action ...	System Response ...
3. Choose CB (Miscellaneous Contract Browsers (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browsers (CW) Menu will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHIMAINU	PHIMAINM	Miscellaneous Contract Browsers (CW) Menu	08:57 AM

Code	Description	FastPath
AT	Browse by Agency/Approval Route (CW)	AGAR
TA	Browse by Approval Route/Agency (CW)	APRA
BA	Browse All Pend/Req/Appr Contracts (CW)	PEND

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Browse by Agency/Approval Route (Contract Worker)

Your Action ...	System Response ...
4. Choose AT (Browse by Agency/Approval Route (CW)) from the Miscellaneous Contract Browsers (CW) Menu and press ENTER.	The Browse by Agency/Approval Route (CW) screen will appear.
Selection criteria includes *Agency, FY, Approval Route, and FY Status.	Information is displayed by Agency Number, Fiscal Year, Approval Route, Contract #, Contractor, Contract Type, Approval Status, Request Type, Fiscal Year Status, Contract Total, Start Date and End Date.

Your Action ...	System Response ...
5. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

Your Action ...	System Response ...
6. Choose Display by the record being selected and press ENTER .	The Maintain Contract Year Budget screen will appear.

Browse by Approval Route/Agency (Contract Worker)

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browses and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browses and Reports (CW) Menu will appear.
3. Choose CB (Miscellaneous Contract Browses (CW)) from the Contract Browses and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browses (CW) Menu will appear.
4. Choose TA (Browse by Approval Route/Agency (CW)) from the Miscellaneous Contract Browses (CW) Menu and press ENTER. Selection criteria includes *Approval Route, *Agency, FY, and FY Status. Available actions included display or modify.	The Browse by Approval Route/Agency (CW) screen will appear. Information is displayed by Agency Number, Fiscal Year, Approval Route, Contract #, Contractor, Contract Type, Approval; Status, Request Type, Fiscal Year Status, Contract Total, Start Date and End Date.

```

PHFNC10  CI          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/12/2016
PHMCCBCB PHMCCBCM    Browse by Approval Route/Agency (CW)          09:14 AM
                                                                1 more >

Actions: (D,M)
  Agcy  Appv\
Act Nbr  FY  Route  Contract#      Contractor      Cont  Appv
Type                               Stat
-----

```

*Approval Route: __ *Agency: 0000 FY: 2017 FY Status: _

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Bkwd Fwd Left Right Quit

Your Action ...	System Response ...
5. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

```
PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/12/2016
PHMCCBCB PHMCCBCM Browse by Approval Route/Agency (CW) 09:16 AM
< 1 more

Actions: (D,M)
Agcy Appvl Req. FY Contract
Act Nbr FY Route Contract# Type Status Total Start Date End Date
-----
*** End of Data ***

*Approval Route: __ *Agency: 0000 FY: 2017 FY Status: =
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                      Bkwd Fwd          Left Right Quit
```

Your Action ...	System Response ...
6. Choose Display or Modify by the selected record and press ENTER.	The Maintain Contract Year Budget screen will appear.

Browse All Pending/Requested/Approved Contracts (Contract Worker)

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CB (Miscellaneous Contract Browsers (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Browsers (CW) Menu will appear.
4. Choose BA (Browse All Pend/Req/Appr Contracts) from the Miscellaneous Contract Browsers (CW) and press ENTER. Selection criteria include Agency Number, Fiscal Year, and FY Status. There is no available action.	The Browse All Pend/Req/Appr Contracts screen will appear. Information is displayed by Agency Number, Fiscal Year, Fiscal Year Status, Contract Number, Contractor, Contract Type, Approval Status, Listed Pending and Approved, Hired Pending and Approved, Accounting Distribution, and Account Justification.

Your Action ...	System Response ...
5. Press F11 to access the second panel of this screen.	The second panel of this screen will appear.

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Miscellaneous Contract Reports Menus (Contract Worker)

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHIMAINU	PHIMAINM	Miscellaneous Contract Reports (CW) Menu	10:54 AM
Code	Description	FastPath	
AA	Approved Contracts Summary by Agency		
SA	Contract Summary by Contract Service Type		
AS	Contracts Summary by Agency Within Svc Type		
DC	Contracts by Declining Contract Amount		
RT	Request Type Summary by Contract Type		
CP	Request for Contracts Pending Approval		
AP	Contract Approval Performance		
PA	All Contracts Pending Approval		
OC	Contracts by Office Code		
LC	Contract List by Contractor		
AT	Contracts Approved or Contracts Terminated		
BD	Report of Contract Worker Budget Data		
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Quit			

Approved Contracts Summary by Agency

The Approved Contracts Summary by Agency Report shows all contract summary information in agency sequence.

Your Action...	System Response
4. Choose AA (Approved Contracts Summary by Agency) from the Miscellaneous Contract Reports (CW) Menu and Press ENTER.	The Approved Contracts Summary by Agency screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR01T PHMCR01M	Approved Contracts Summary by Agency	10:55 AM

Include Contracts Approved, Effective,
Disapproved, Terminated, Expired (A,E,D,T,X): _

From: _ _ _
To: _ _ _

Exclude Contracts Less Than: _____

Include Agencies ('SPB', 'ALL' or Agency#): _____

Print Fiscal YTD Cost (Y/N): _

Requested by: KATIE WOMACK

*Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. (This field defaults to "ALL" agencies.)</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.

Your Action...	System Response
7. Press ENTER.	The system will display the following message: The Approved Contracts Summary by Agency report has been submitted successfully.

Contract Summary by Contract Service Type

The Contract Summary by Contract Service Type Report shows all contract summary Information in service type sequence.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose SA (Contract Summary by Contract Service Type) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contract Summary by Contract Service Type screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR02T PHMCR02M	Contract Summary by Contract Service Type	10:56 AM

Include Contracts Approved, Effective,
Disapproved, Terminated, Expired (A,E,D,T,X): _

From: _ _ _
To: _ _ _

Exclude Contracts Less Than: _

Include Agencies ('SPB', 'ALL' or Agency#): _

Print Fiscal YTD Cost (Y/N): _

Requested by: KATIE WOMACK
*Direct Command: _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include Agencies ('SPB', 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contract Summary by Contract Service Type report has been submitted successfully.</p>

Contracts Summary by Agency within Service Type

The Contract Summary by Agency within Service Type Report shows all agency information in service type sequence.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose AS (Contracts Summary by Agency Within Svc Type) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contracts Summary by Agency Within Svc Type screen will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR03T	PHMCR03M	Contracts Summary by Agency Within Svc Type	10:57 AM

Include Contracts Approved, Effective,
Terminated, Disapproved, Expired (A,E,T,D,X): _

From: _ _ _
To: _ _ _

Exclude Contracts Less Than: _

*Include Service Type: _

Print Fiscal YTD Cost (Y/N): _

Requested by: KATIE WOMACK

*Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>*Include Service Type: Enter the service type code.</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contracts Summary by Agency Within Svc Type report has been submitted.</p>

Contracts by Declining Contract Amount

The Contracts by Declining Contract Amount Report shows all contract information in contract number and agency sequence.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose DC (Contracts by Declining Contract Amount) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contracts by Declining Contract Amount screen will appear.

```

PHFNC10  PHV4          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/12/2016
PHMCR04T  PHMCR04M      Contracts by Declining Contract Amount        10:58 AM

Include Contracts Approved, Effective,
      Terminated, Disapproved, Expired (A,E,T,D,X): _

                                           From: _ _ _
                                           To:  _ _ _

      Use Total Amount or Personal/Legal Svcs(T/P): _
                Exclude Contracts Less Than: _
      Include Agencies ('SPB', 'ALL' or Agency#): _

      Print Service Description? (Y/N): _

      (Contract Type) PS Contracts, Legal, or Both(P,S,B): _

Requested by: KATIE WOMACK
*Direct Command: _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                           Quit
  
```

Your Action...	System Response
5. Enter the following information: Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY .	

Your Action...	System Response
<p>Continue entering the following information.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Use Total Amount or Personal/Legal Svcs(T/P): Enter a Total amount to exclude contracts with a total amount less than the specified dollar amount or Personal/Legal Svcs to exclude contracts that are less than the dollar amount specified in the "Exclude Contracts Less Than" field.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p> <p>(Contract Type) PS Contracts, Legal, or Both (P, S, B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contracts by Declining Contract Amount report has been submitted successfully.</p>

Request Type Summary by Contract Type

The Request Type Summary by Contract Type Report shows the number of contracts "in the approval pipeline" for each agency.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.

Request for Contracts Pending Approval

This screen allows you to enter search criteria to extract a set of contracts to summarize.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose CP (Request for Contracts Pending Approval) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Request for Contracts Pending Approval screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR06T PHMCR06M	Request for Contracts Pending Approval	11:01 AM

Print Contract Forms Requested/Approved From: ____

To: ____

For Agency: ____

--OR--

Enter Contract Fiscal Year: ____

And Contract Number(s): ____

Requested by: KATIE WOMACK

*Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Main End Quit

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Print Contract Forms Requested/Approved From: Enter the date to be used in the report. Enter as MMDDYYYY. To: Enter the date to be used in the report. Enter as MMDDYYYY. For Agency: Enter the Agency number, SPB, or ALL in this field.</p> <p style="text-align: center;">OR</p> <p>Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. Enter the year as YYYY. And Contract Number(s): The Contract Number(s) to be used in the report. Fifteen Contract Numbers can be entered and included in the report.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Request for Contracts Pending Approval report has been submitted successfully.</p>

Contract Approval Performance

The Contract Approval Performance report shows, by contract, specific contract information.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose AP (Contract Approval Performance) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contract Approval Performance screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR07T PHMCR07M	Contract Approval Performance	11:03 AM

Include Contracts Approved From: __ __ ____
 To: __ __ ____

Exclude Contracts Less Than: _____

Print Service Description? (Y/N): _

Requested by: KATIE WOMACK
 *Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action...	System Response
5. Enter the following information: Include Contracts Approved From: Enter the date to be used in the report. Enter as MMDDYYYY . To: Enter the dates to be used in the report. Enter as MMDDYYYY . Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The Contract Approval Performance report has been submitted successfully.

The Contracts Pending Approval report shows, by contract, specific contract information.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose PA (All Contracts Pending Approval) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The All Contracts Pending Approval screen will appear.

```

PHFNC10  PHV4      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  08/12/2016
PHMCR08T PHMCR08M      All Contracts Pending Approval          11:04 AM

Exclude Contracts Less Than: _____

Print Service Description? (Y/N):

Requested by: KATIE WOMACK
*Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                                           Quit

```

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p>	

Your Action...	System Response
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The All Contracts Pending Approval report has been submitted successfully.

Contracts by Office Code

The Contracts by Office Code report shows, by each agency's office codes, specific contract information.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose OC (Contracts by Office Code) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contracts by Office Code screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR09T PHMCR09M	Contracts by Office Code	11:05 AM

Include Contracts Approved, Effective,
Terminated, Disapproved, Expired (A,E,T,D,X): _

From: _ _ _
To: _ _ _

Show Actual Contract to Date Amounts (Y,N): _

Use Total Amount or Personal/Legal Svcs(T/P): _

Exclude Contracts Less Than: _____

Include Agencies ('SPB', 'ALL' or Agency#): _____

Print Service Description? (Y/N): _

(Contract Type) PS Contracts, Legal, or Both(P,S,B): _

Requested by: KATIE WOMACK

*Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main EndQuit

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired</p> <p>From: Enter the From date to be used in the report. Enter as MMDDYYYY.</p> <p>To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>Show Actual Contract to Date Amounts (Y, N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p> <p>Use Total Amount or Personal/Legal Svcs(T/P): Enter a Total amount to exclude contracts with a total amount less than the specified dollar amount or Personal/Legal Svcs to exclude contracts that are less than the dollar amount specified in the "Exclude Contracts Less Than" field.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p> <p>(Contract Type) PS Contracts, Legal, o Both (P,S,B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission window will appear.</p>
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>The Contracts by Office Code report has been submitted successfully.</p>

Contract List by Contractor

The Contract List by Contractor report shows specific contract information in contractor sequence.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose LC (Contract List by Contractor) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contract List by Contractor screen will appear.

PHFNC10 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/12/2016 PHMCR10T PHMCR10M Contract List by Contractor 11:06 AM Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A,E,D,T,X): = <div style="text-align: right;">From: _ _ _ _ To: _ _ _ _</div> Exclude Contracts Less Than: _____ Include Agencies ('SPB', 'ALL' or Agency#): ____ Print Fiscal YTD Cost (Y/N): _ Print Service Description? (Y/N): _ Requested by: KATIE WOMACK *Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- <div style="display: flex; justify-content: space-between;"> Help Main End Quit </div>

Your Action...	System Response
5. Enter the following information: Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E,D,T,X): Enter Approved, Effective, Disapproved, Terminated, Expired From: Enter the From date to be used in the report. Enter as MMDDYYYY . To: Enter the To date to be used in the report. Enter as MMDDYYYY .	

Your Action...	System Response
<p>Continue entering the following information.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contract List by Contractor report has been submitted successfully.</p>

Contracts Approved or Contracts Terminated

The Contracts Approved or Contracts Terminated report shows specific approved contract information in contract number sequence.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose AT (Contracts Approved or Contracts Terminated) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Contracts Approved or Contracts Terminated screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR11T PHMCR11M	Contracts Approved or Contracts Terminated	11:09 AM

Include Contracts Approved, Effective,
 Terminated, Disapproved, Expired (A,E,T,D,X): _
 Fiscal Year: ____
 From: _ _ _
 To: _ _ _
 Show All Mods(Y,N): _
 Exclude Contracts Less Than: ____

 Include Agencies ('SPB', 'ALL' or Agency#): ____

 Show Actual Contract to Date Amounts (Y,N): _
 Print Attached Vendor/Worker List (Y,N): _
 Print Service Description? (Y,N): _

 (Contract Type) PS Contracts, Legal, or Both(P,S,B): _
 Requested by: KATIE WOMACK
 *Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action...	System Response
5. Enter the following information: Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E, D, T, X): Enter Approved, Effective, Disapproved, Terminated, Expired. Fiscal Year: Enter the fiscal year to be used in the report. From: Enter the From date to be used in the report. Enter as MMDDYYYY . To: Enter the To date to be used in the report. Enter as MMDDYYYY . Show All Mods(Y, N): Enter "Y" to include all modified contracts in the report. Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount. Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field. (This field defaults to "ALL" agencies.) Show Actual Contract to Date Amounts (Y, N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.	

Your Action...	System Response
<p>Continue entering the following information:</p> <p>Print Attached Vendor/Worker List (Y, N): Enter "Y" to print an attached vendor/worker list.</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p> <p>(Contract Type) PS Contracts, Legal, or Both (P, S, B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contracts Approved or Contracts Terminated report has been submitted successfully.</p>

Report of Contract Worker Budget Data

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CR (Miscellaneous Contract Reports (CW)) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (CW) Menu will appear.
4. Choose BD (Report of Contract Worker Budget Data) from the Miscellaneous Contract Reports (CW) Menu and press ENTER.	The Report of Contract Worker Budget Data screen will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCCP1D	PHMCCP1M	Report of Contract Worker Budget Data	11:12 AM


```

= 0001 SENATE
- 0002 HOUSE OF REPRESENTATIVES
- 0003 JOINT LEGISLATIVE OPERATIONS
- 0004 HOUSE OF REPRESENTATIVES -- MEMBERS
- 0005 SENATE - MEMBERSHIP
- 0021 PEER COMMITTEE
- 0022 JOINT LEGISLATIVE REAPPORTIONMENT
- 0025 LEGISLATIVE BUDGET OFFICE
- 0051 SC-SUPREME COURT
- 0054 SC-ADMINISTRATIVE OFF OF COURTS
- 0055 SC-COURT OF APPEALS
- 0071 ATTORNEY GENERAL
- 0083 OPTOMETRY BOARD
- 0091 OFFICE OF STATE PUBLIC DEFENDER

Start Date...: __ __ ____ (MMDDYYYY)
End Date.....: __ __ ____ (MMDDYYYY) Submit (Y/N): Y
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd                               Quit

```

Your Action...	System Response
5. Enter the following information: Agency: At least one Agency must be Selected. Start Date: Enter the start date as MMDDYYYY. End Date: Enter the end date as MMDDYYYY. Submit (Y/N): Enter Yes to submit the job.	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The system will display the following message: The Report of Contract Worker Budget Data has been submitted successfully.

Miscellaneous Contract Reports (2) (Contract Worker)

Top 20 Contracts by Declining Contract Total

The Top Contracts by Declining Contract Total report shows specific contract information in contract amount sequence. The contract with the highest amount is listed first.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

Your Action...	System Response
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose RE (Miscellaneous Contract Reports (2) (CW)) from the Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (2) (CW) Menu will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHIMAINU	PHIMAINM	Miscellaneous Contract Reports (2) (CW) Menu	11:14 AM
Code	Description	FastPath	
TC	Top 20 Contracts by Declining Contract Total		
CS	Contracts Summary		
RC	Executive Summary	EXEC	
CA	Report of CW Contract Activity	RCACW	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Quit			

Your Action...	System Response
4. Choose TC (Top 20 Contracts by Declining Contract Total) from Miscellaneous Contract Reports (2) (CW) Menu and press ENTER.	The Top 20 Contracts by Declining Contract Total screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR12T PHMCR12M	Top 20 Contracts by Declining Contract Total	11:15 AM

Include Contracts Approved, Effective,
 Terminated, Disapproved, Expired (A,E,T,D,X): _
 Fiscal Year: ____
 From: ____
 To: ____

Number of Contracts to Include on the Report: ____
 Print Analyst's Summary (Y/N): _
 Use Total Amount or Personal/Legal Svcs(T/P): _
 Exclude Contracts Less Than: ____
 Include Agencies ('SPB', 'ALL' or Agency#): ____
 Show Actual Contract to Date Amounts (Y,N): _
 Print Attached Vendor/Worker List (Y,N): _
 Print Service Description? (Y,N): _
 (Contract Type) PS Contracts, Legal, or Both(P,S,B): _

Requested by: KATIE WOMACK
 *Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action...	System Response
5. Enter the following information: Include Contracts Approved, Effective, Disapproved, Terminated, Expired (A, E, D, T, X): Enter Approved, Effective, Disapproved, Terminated, Expired. Fiscal Year: Enter the fiscal year to be used in the report. From: Enter the From date to be used in the report. Enter as MMDDYYYY . To: Enter the To date to be used in the report. Enter as MMDDYYYY . Number of Contracts to Include on the Report: Enter the number of contracts that will be displayed on the report. If 10 are chosen, the 10 contracts with the highest dollar values will be reported. Print Analyst's Summary (Y/N): Used to enter a "Y"es or "N"o to print the Analyst's Summary information on the report. Use Total Amount or Personal/Legal Svcs(T/P): Enter a Total amount to exclude contracts with a total amount less than the specified dollar amount or Personal/Legal Svcs to exclude contracts that are less than the dollar amount specified in the "Exclude Contracts Less Than" field.	

Your Action...	System Response
<p>Continue entering the following information:</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL,' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>Show Actual Contract to Date Amounts (Y, N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p> <p>Print Attached Vendor/Worker List (Y, N): Enter "Y" to print an attached vendor/worker list.</p> <p>Print Service Description? (Y/N): Enter Yes or No to include the Service Description on the report.</p> <p>(Contract Type) PS Contracts, Legal, or Both (P,S,B): Enter P for PS Contract, S for legal services that require the approval of the Attorney General or B for Both.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	The Top 20 Contracts by Declining Contract Total report will be generated.

Contracts Summary

The Contracts Summary report accumulates contract information by fiscal year.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose RE (Miscellaneous Contract Reports (2) (CW)) from the Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (2) (CW) Menu will appear.
4. Choose CS (Contracts Summary) from Miscellaneous Contract Reports (2) (CW) Menu and press ENTER.	The Contracts Summary screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR13T PHMCR13M	Contracts Summary	11:16 AM

Include Fiscal Years From: ____
To: ____

Exclude Contracts Less Than: _____

Include Agencies ('SPB', 'ALL' or Agency#): ____

Print Fiscal YTD Cost (Y/N): _

Requested by: KATIE WOMACK

*Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Include Fiscal Year From and To: Enter the date to be used in the report. Enter as MMDDYYYY.</p> <p>Exclude Contracts Less Than: Used to enter a dollar amount to exclude contracts that are less than the specified dollar amount.</p> <p>Include All Agencies ('SPB,' 'ALL' or Agency#): Enter the Agency number, SPB, or ALL in this field.</p> <p>Print Fiscal YTD Cost (Y/N): Enter "Y" to include the optional total expenditures paid out so far this year for the contracts selected.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contracts Summary report has been submitted successfully.</p>

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Print Contract Forms Requested/Approved From and To: Enter the To date to be used in the report. Enter as MMDDYYYY.</p> <p>For Agency: Enter the Agency number, SPB, or ALL in this field.</p> <p style="text-align: center;">OR</p> <p>Enter Contract Fiscal Year: Enter the Fiscal Year for the Contract to be used in the report. (Enter the year as YYYY.)</p> <p>And Contract Number(s): Enter The Contract Number(s) to be used in the report. As many as fifteen Contract Numbers can be entered and included in the report.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Contracts Summary report has been submitted successfully.</p>

Report of CW Contract Activity

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose RE (Miscellaneous Contract Reports (2) (CW)) from the Browsers and Reports (CW) Menu and press ENTER.	The Miscellaneous Contract Reports (2) (CW) Menu will appear.
4. Choose CA (Report of CW Contract Activity) from the (Miscellaneous Contract Reports (2) (CW) Menu and press ENTER.	The Report of CW Contract Activity screen will appear.

PHFNC10 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCR22T PHMCR22M	Report of CW Contract Activity	11:18 AM

Agency Number.....: ____ (Agcy#, ALL, SPB)

Contract Status.....: _ (A,D,E,T,X,R->all)

Contract Start Date.....: _____ (MMDDCCYY)

Contract End Date.....: _____ (MMDDCCYY)

Exclude Contracts Less Than: _____

Requested by.....: KATIE WOMACK

*Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action...	System Response
<p>5. Enter the following information:</p> <p>Agency Number: Used to specify a report that includes all agencies, SPB purview agencies, or a specific agency. (SPAHRs approvals security may affect your ability to select an agency other than your own.) Enter the Agency number, SPB, or ALL in this field</p> <p>Contract Status: Enter a code to include a specific contract type in the report such as "A"pproved, "E"ffective, "T"erminated, "D"isapproved, "X"pired, or "R"--> all contract types (All contract types may Not be available for all reports)</p> <p>Contract Start Date: Enter a start date to be used in the Report.</p> <p>Contract End Date: Enter an end date to be used in the Report.</p>	
6. Press ENTER.	The Batch Job Submission window will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>The Job has Been Submitted Successfully</p>

Monthly/FY Report of Contracts Approved

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose CD (Monthly/FY Report of Contracts Approved) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Monthly/FY Report of Contracts Approved screen will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCDW1D	PHMCDW1M	Monthly/FY Report of Contracts Approved (CW)	11:20 AM

*Agency: ____

Month_Year.: ____ (or) Fiscal_Year: ____

Contractor_Type: CW (CW - Contract Worker)

Download to File: N (Y/N)

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

Your Action...	System Response
4. Enter the following information: *Agency: Enter the Agency number. Month Year: Enter the month and year to be used in the report. OR Fiscal Year: Enter the fiscal year to be used in the report. Contractor Type: Enter (IC (Independent Contractor), CW (Contract Worker, or BO (for both). Download to File: (Y/N): Enter Yes or No.	
5. Press ENTER.	The Batch Job Submission window will appear.

Your Action...	System Response
6. Press ENTER.	<p>If the Download to File is marked yes the system will generate the following file name</p> <p>PH.RESTART.PY7810.AGCY00000.DOWLOAD.</p> <p>If no then the Monthly/FY Report of Contracts Approved Report will be printed at the pre determined printer.</p>

Remaining Balance On Contracts Report

This report is used for checking the balance left on all contracts for contract workers for a fiscal year. All contracts for that fiscal year will be displayed with the remaining balance and the contract worker in the contract.

Your Action...	System Response
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose BR (Contract Browsers and Reports (CW)) from the Manage Contracts Menu and press ENTER.	The Contract Browsers and Reports (CW) Menu will appear.
3. Choose RB (Remaining Balance On Contracts Report) from the Contract Browsers and Reports (CW) Menu and press ENTER.	The Remaining Balance On Contracts Report screen will appear.

PHFNC10	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/22/2016
PHMCRB1D	PHMCRB1M	Remaining Balance On Active Contracts Report	11:29 AM
			11:29 AM

*Agency Number: ____

Fiscal-Year: ____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

Your Action...	System Response
4. Enter the following information: *Agency Number: Enter the agency number. Fiscal-Year: Enter the fiscal year YYYY.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The system will display the message that the job "Has Been Submitted Successfully"

Browse Contract Years History (Contract Worker)

The Browse Contract Years History screen allows you to review a listing of Contract Years by Contract Number, Date, and Fiscal Year.

Your Action ...	System Response ...
1. Choose MC (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose YH (Browse Contract Years History (CW)) from the Manage Contracts Menu and press ENTER. Selection criteria include Contract Number, Date, and Fiscal Year. Available action is Display.	The Browse Contract Years History (CW) screen will appear. Information displayed includes: Date/Time, Contract Number, Contractor, Name, Fiscal Year, Agency Number, FY Status, Request Type, Approval Status, Approval Route, Update User, and Log Action.

PHFNC10 CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/12/2016
PHMCCYHB PHMCCYHM	Browse Contract Years History (CW)	11:58 AM
		1 more >
Actions:		
Act	Date/Time	Contract Num Contractor Name
—	05/14/1997 09:25 AM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/13/1997 11:36 AM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/13/1997 11:36 AM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/09/1997 02:47 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/09/1997 02:46 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/09/1997 02:42 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/09/1997 02:42 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/09/1997 02:41 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/08/1997 01:28 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/08/1997 01:27 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
—	05/08/1997 01:26 PM	0000002 V0001514180 EQHEALTH SOLUTIONS INC
*Contract#: _____ Date: __ __ __ FY: _____		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12----		
Help Main End Bkwd Fwd Left Right Quit		

Your Action ...	System Response ...
3. Press F1 to access the second panel of this screen.	The second panel will appear.

PHFNC10 CI		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM								08/12/2016	
PHMCCYHB PHMCCYHM		Browse Contract Years History (CW)								11:59 AM	
< 1 more											
Actions:											
Act	Date/Time		Contract Num	FY	Agency Num	FY Stat	Req Type	Appv Stat	Appv Route	Upd User	Log Act
—	05/14/1997	09:25 AM	0000002	1997	0665	E	M	A	P1	PHBATCH1	M
—	05/13/1997	11:36 AM	0000002	1997	0665	A	M	A	P1	CLPH004	A
—	05/13/1997	11:36 AM	0000002	1997	0665	Q	M	P	P1	CLPH004	M
—	05/09/1997	02:47 PM	0000002	1997	0665	P	M	P	P1	CLPH004	M
—	05/09/1997	02:46 PM	0000002	1997	0665	P	M	P	P1	CLPH004	A
—	05/09/1997	02:42 PM	0000002	1997	0665	A	M	A	P1	CLPH004	A
—	05/09/1997	02:42 PM	0000002	1997	0665	Q	M	P	P1	CLPH004	M
—	05/09/1997	02:41 PM	0000002	1997	0665	P	M	P	P1	CLPH004	A
—	05/08/1997	01:28 PM	0000002	1997	0665	A	M	A	P1	CLPH004	A
—	05/08/1997	01:27 PM	0000002	1997	0665	Q	M	P	P1	CLPH004	M
—	05/08/1997	01:26 PM	0000002	1997	0665	P	M	P	P1	CLPH004	M
*Contract#: _____ Date: __ __ __ FY: _____											
Direct Command: _____											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Help Main End			Bkwd			Fwd		Left Right Quit			

Your Action ...	System Response ...
4. Choose Display next to the selected record and press ENTER.	The Display Contract Years History screen will appear.